



ESTD - 1957

# Bidhan Chandra College

(Accredited By NAAC)  
31, G. T. Road (East)  
P.O-Rishra, Dist-Hooghly  
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## CODE OF CONDUCT FOR THE NON-TEACHING STAFF

1. All the members of the Non-teaching staff must be Punctual and Sincere and act with responsibility towards the students and other stakeholders of the college.
2. All the members of the staff are expected to behave courteously and resolve any misunderstanding or disagreement that may arise during work through amicable discussion and mutual respect and help in maintaining a peaceful environment in the college.
3. All the members of the said staff must be aware of their service rules and regulations and accordingly abide by them.
4. It is expected that they should encourage students to make full use of their potential and participate in different activities and encourage students to engage in different courses. Active cooperation of them must be extended to the students in this regard.
5. Whole hearted cooperation is expected for all extension and co-curricular activities of the college.
6. There should be respect for the Rights and dignity of the students and should allow students to express their opinion.
7. Cooperation to create an ambience of team work and joyful approach to work is earnestly required.
8. All those members are needed to be sensitive and mindful of their words and take care not to be hurtful in terms of gender, class, caste, religion, ethnicity etc.
9. All of them must be careful and thrifty with regard to use of resources like electricity, water etc.
10. Those members are expected to refrain from engaging themselves in any kind of political activity within the college campus.
11. Every member shall maintain the appropriate level of confidentiality relating to the records and other sensitive matters of the students and the staff-members.
12. The time of arrival and departure must have to be duly recorded accordingly.
13. All Non-teaching staff should follow rules set by the ICC.



Principal  
Bidhan Chandra College  
Principal  
Bidhan Chandra College  
Rishra, Hooghly